

WEBSITES - INFORMATIONAL

In order to assist you in your efforts to research HUD regulations, notices and other guidance, here are links to many of the sites you will need to access and become familiar with.

To begin, a wealth of information can be found by utilizing the **PIH website**, which can be found at the following link:

<http://www.hud.gov/offices/pih/> and also the **Public Housing Program website** at the following link:

<http://www.hud.gov/offices/pih/programs/ph/index.cfm> and also the **Housing Choice**

Voucher Program website at the following link:

<http://www.hud.gov/offices/pih/programs/hcv/index.cfm>

Many of you may be looking for guidance on the **ARRA REQUIREMENTS** on the **CAPITAL FUND** website as follows:

<http://www.hud.gov/offices/pih/programs/ph/capfund/ocir.cfm>

For purposes of background information on our Programs, you may wish to review the

Housing Act of 1937 as amended: <http://www.hud.gov/offices/ogc/usha1937.pdf>

This is the law that HUD regulations governing Public Housing and Section 8 Programs are based on. Items specifically contained in the law are considered to be "statutory" and cannot be waived by HUD.

Public Housing Reform homepage (QHWRA) can be found at the following website:

<http://www.hud.gov/offices/pih/phr/index.cfm>

State Municipal Housing Authority Law can be found at the following websites for each state as follows:

Iowa

<http://www.legis.state.ia.us/IACODE/2003/403A/>

Missouri

<http://www.moqa.mo.gov/STATUTES/C099.HTM>

Kansas

<http://www.kslegislature.org/legsrv-statutes/getStatute.do?number=7568>

Tenant/Landlord Law can be found at the following websites for each state as follows:

Kansas

http://www.kshousingcorp.org/display/files/htccman_14_krlta.pdf

Missouri

<http://www.moga.mo.gov/STATUTES/C441.HTM>

Iowa

<http://www.legis.state.ia.us/IACODE/2003/562A/>

The Code of Federal Regulations contains the regulations issued by HUD in support of the law. You can use the following link to access 24 CFR Parts 0 – 199 and 700 – 1699, which are specific to the Public Housing and Section 8 Programs:

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1> Select Title 24, and then the Part you are interested in researching. There is also an online version called e-CFR which may be a little easier to deal with on the computer, which can be found at:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>

Regulations may be waived by HUD, under certain circumstances, for good cause. The following table is a guide to assist you in determining what Part you may need:

Title 24--Housing and Urban Development

(This index contains parts 700 to 1699)

CHAPTER VII--OFFICE OF THE SECRETARY, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HOUSING ASSISTANCE PROGRAMS AND PUBLIC AND INDIAN HOUSING PROGRAMS)

Part

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| <u>700</u> | <u>Congregate Housing Services Program</u> |
| 701-760 | [Reserved] |
| <u>761</u> | <u>Drug Elimination Programs</u> |
| 762-790 | [Reserved] |
| <u>791</u> | <u>Allocations of housing assistance funds</u> |
| <u>792</u> | <u>Public housing agency section 8 fraud recoveries</u> |
| 793-798 | [Reserved] |

CHAPTER IX--OFFICE OF ASSISTANT SECRETARY FOR PUBLIC AND INDIAN HOUSING, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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| <u>901</u> | <u>Public Housing Management Assessment Program</u> |
| <u>902</u> | <u>Public Housing Assessment System</u> |
| <u>903</u> | <u>Public housing agency plans</u> |
| <u>904</u> | <u>Low rent housing homeownership opportunities</u> |
| <u>905</u> | <u>The Public Housing Capital Fund Program</u> |
| <u>906</u> | <u>Public housing homeownership programs</u> |
| <u>908</u> | <u>Electronic transmission of required family data for public housing, Indian housing, and the section 8 rental certificate, rental voucher, and moderate rehabilitation programs</u> |
| <u>941</u> | <u>Public housing development</u> |
| <u>943</u> | <u>Public housing agency consortia and joint ventures</u> |
| <u>945</u> | <u>Designated housing--public housing designated for occupancy by disabled, elderly, or disabled and elderly families</u> |
| <u>954</u> | <u>Indian home program</u> |
| <u>960</u> | <u>Admission to, and occupancy of, public housing</u> |
| <u>963</u> | <u>Public Housing--Contracting with resident-owned businesses</u> |
| <u>964</u> | <u>Tenant participation and tenant opportunities in public housing</u> |
| <u>965</u> | <u>PHA-owned or leased projects--general provisions</u> |
| <u>966</u> | <u>Public housing lease and grievance procedure</u> |
| <u>968</u> | <u>Public housing modernization</u> |
| <u>969</u> | <u>PHA-owned projects--continued operation as low-income housing after completion of debt service</u> |
| <u>970</u> | <u>Public housing program--demolition or disposition of public housing projects</u> |
| <u>971</u> | <u>Assessment of the reasonable revitalization potential of certain public housing required by law</u> |
| <u>972</u> | <u>Conversion of public housing to tenant-based assistance</u> |
| <u>982</u> | <u>Section 8 tenant based assistance: housing choice voucher program</u> |
| <u>983</u> | <u>Project-based voucher (PBV) program</u> |
| <u>984</u> | <u>Section 8 and public housing family self-sufficiency program</u> |
| <u>985</u> | <u>Section 8 management assessment program (SEMAP)</u> |
| <u>990</u> | <u>The public housing operating fund program</u> |



Subtitle A--Office of the Secretary, Department of Housing and Urban Development

Part

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| <u>0</u> | <u>Standards of conduct</u> |
| <u>1</u> | <u>Nondiscrimination in federally assisted programs of the Department of</u> |

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| | <u>Housing and Urban Development effectuation of Title VI of the Civil Rights Act of 1964</u> |
| <u>3</u> | <u>Nondiscrimination on the basis of sex in education programs or activities receiving Federal financial assistance</u> |
| <u>4</u> | <u>HUD Reform Act</u> |
| <u>5</u> | <u>General HUD program requirements; waivers</u> |
| <u>6</u> | <u>Nondiscrimination in programs and activities receiving assistance under Title I of the Housing and Community Development Act of 1974</u> |
| <u>7</u> | <u>Equal employment opportunity; policy, procedures, and programs</u> |
| <u>8</u> | <u>Nondiscrimination based on handicap in federally assisted programs and activities of the Department of Housing and Urban Development</u> |
| <u>9</u> | <u>Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Housing and Urban Development</u> |
| <u>10</u> | <u>Rulemaking: Policy and procedures</u> |
| <u>13</u> | <u>Use of penalty mail in the location and recovery of missing children</u> |
| <u>14</u> | <u>Implementation of the Equal Access to Justice Act in administrative proceedings</u> |
| <u>15</u> | <u>Public access to HUD records under the Freedom of Information Act and testimony and production of information by HUD employees</u> |
| <u>16</u> | <u>Implementation of the Privacy Act of 1974</u> |
| <u>17</u> | <u>Administrative claims</u> |
| <u>18</u> | <u>Indemnification of HUD employees</u> |
| <u>20</u> | <u>Board of Contract Appeals</u> |
| <u>21</u> | <u>Governmentwide requirements for drug-free workplace (grants)</u> |
| <u>24</u> | <u>Governmentwide debarment and suspension (Nonprocurement)</u> |
| <u>25</u> | <u>Mortgagee Review Board</u> |
| <u>26</u> | <u>Hearing procedures</u> |
| <u>27</u> | <u>Nonjudicial foreclosure of multifamily and single family mortgages</u> |
| <u>28</u> | <u>Implementation of the Program Fraud Civil Remedies Act of 1986</u> |
| <u>30</u> | <u>Civil money penalties: certain prohibited conduct</u> |
| <u>35</u> | <u>Lead-based paint poisoning prevention in certain residential structures</u> |
| <u>40</u> | <u>Accessibility standards for design, construction, and alteration of publicly owned residential structures</u> |
| <u>41</u> | <u>Policies and procedures for the enforcement of standards and requirements for accessibility by the physically handicapped</u> |
| <u>42</u> | <u>Displacement, relocation assistance, and real property acquisition for HUD and HUD-assisted programs</u> |
| <u>43-45</u> | <u>[Reserved]</u> |
| <u>50</u> | <u>Protection and enhancement of environmental quality</u> |
| <u>51</u> | <u>Environmental criteria and standards</u> |
| <u>52</u> | <u>Intergovernmental review of Department of Housing and Urban Development programs and activities</u> |

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| <u>55</u> | <u>Floodplain management</u> |
| <u>58</u> | <u>Environmental review procedures for entities assuming HUD environmental responsibilities</u> |
| <u>60</u> | <u>Protection of human subjects</u> |
| <u>70</u> | <u>Use of volunteers on projects subject to Davis-Bacon and HUD-determined wage rates</u> |
| <u>81</u> | <u>The Secretary of HUD's regulation of the Federal National Mortgage Association (Fannie Mae) and the Federal Home Loan Mortgage Corporation (Freddie Mac)</u> |
| <u>84</u> | <u>Uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations</u> |
| <u>85</u> | <u>Administrative requirements for grants and cooperative agreements to State, local and federally recognized Indian tribal governments</u> |
| <u>87</u> | <u>New restrictions on lobbying</u> |
| <u>91</u> | <u>Consolidated submissions for community planning and development programs</u> |
| <u>92</u> | <u>Home Investment Partnerships Program</u> |
| | Appendixes A-C To Subtitle A [Reserved] |

HUD Notices and Letters contain guidance which more specifically outlines how regulations are to be implemented. Regularly check for PIH Notices & Letters, Federal Register Notices in HUDCLIPS, which can be found at the following site: <http://www.hudclips.org/cgi/index.cgi> This site also has all historical PIH Notices & Letters, **all forms** and all **handbooks/guidebooks**.

The contractual relationship between HUD and a Housing Authority is governed by a document called the

Annual Contributions Contract for the Public Housing Program. The document can be accessed by following this link for Part A:

<http://www.hud.gov/offices/adm/hudclips/forms/files/53012-a.pdf>

and this link for Part B: <http://www.hud.gov/offices/adm/hudclips/forms/files/53012-b.pdf>

This is the ACC for the Housing Choice Voucher Program:

<http://www.hud.gov/offices/adm/hudclips/forms/files/52520.pdf>

Guidebooks are issued to serve as a reference tool to assist PHAs with a wide range of issues related to the programs. The **Public Housing Occupancy Guidebook** can be found at the following link: <http://www.hud.gov/offices/pih/programs/ph/rhiip/phguidebook.cfm>

Frequently Asked Questions (Income & Rent), with links to other FAQs

http://www.hud.gov/offices/pih/programs/ph/rhiip/faq_gird.cfm#aaifa

HUD User (income limits, FMRs, tax-credits, etc.):

<http://www.huduser.org/datasets/pdrdatas.html>

The **Housing Choice Voucher Guidebook** can be found at the following link:

<http://www.hud.gov/offices/pih/programs/hcv/forms/guidebook.cfm>

The **PHAS** overview powerpoint presentations and information can be found at the following link:

<http://www.hud.gov/offices/reac/products/prodphas.cfm>

REAC homepage:

<http://www.hud.gov/offices/reac/index.cfm>

The **SEMAP** overview is found at the following link:

<http://www.hud.gov/offices/pih/programs/hcv/semmap/semmap.cfm>

The **Asset Management** website offers the latest information regarding this important topic and can be found at the following link: <http://www.hud.gov/offices/pih/programs/ph/am/>

If anyone would like this document sent electronically, or by email, please contact me at patty.s.walker@hud.gov.

Acronyms & Glossary

Program Key

PH = applies only to the Public Housing Program

HCV = applies only to the Section 8 Housing Choice Voucher Program

C = combined, applies to both programs

Program

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| ACM | C | <u>Asbestos-Containing Material</u> Any material containing more than one-percent asbestos. Pipe and boiler insulation, structural steel coatings, sprayed-on ceiling texturing, and floor tile (typically 9x9) are examples of ACMs. |
| ACOP | PH | <u>Admissions and Continued Occupancy Policy</u> Policy document of PHA covering all major aspects of program administration of the Public Housing Program. |
| Adjusted Income | C | For families paying an income-based rent: The family's total annual income, less certain HUD required deductions from income: <ul style="list-style-type: none">• \$480 for each dependent;• reasonable child care expenses to enable a family member to be employed or further education;• \$400 for an elderly or disabled family• To the extent the sum exceeds 3% of annual income:<ul style="list-style-type: none">▪ Unreimbursed medical expenses of any elderly or disabled family▪ Unreimbursed reasonable attendant care and auxiliary apparatus (for disabled family member) which allows any family member to be employed. |
| Admin Fees | HCV | <u>Administrative Fees</u> Amounts appropriated by Congress as fees paid by HUD to a PHA for administration of program. Types of fees include: ongoing administrative, hard-to-house, preliminary, housing conversion, and lead-based paint fees. |
| Admin Plan | HCV | <u>Administrative Plan</u> Policy document of PHA covering all major aspects of program administration of the Section 8 HCV program. |

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| AMP | PH | <u>Asset Management Project Numbers</u> Mechanism in PIC for PHAs to change the grouping for their buildings for Asset Management purposes. |
| Asset Management | PH | <u>Asset Management</u> Model of management that emphasizes management at the property level as well as long term strategic planning at the property level. |
| BA | HCV | <u>Budget Authority</u> Total amount of funds (HAP and fees) authorized and appropriated by Congress for payment to PHAs to administer a HCV program. It is the maximum amount that may be paid by HUD to the PHA. |
| By-laws | C | Originating document of PHA establishing the basic structure of board and PHA operation, pursuant to State Municipal Housing Authority law. May be revised where necessary. |
| CACC | C | <u>Consolidated Annual Contributions Contract</u> The written contract between HUD and a PHA under which HUD agrees to provide funding for a program under the 1937 Act, and the PHA agrees to comply with HUD requirements for the program. |
| Ceiling Rent | PH | Where a PHA has adopted ceiling rents, and a family chooses to pay an income-based rent, a maximum rent for the unit size at the property. The PHA is not required to adopt ceiling rents. |
| CFFP | PH | <u>Capital Fund Financing Program (CFFP)</u> If a PHA does not receive enough CFP funding in a single year to make all of the improvements necessary to adequately maintain their public housing stock, they may take advantage of the CFFP. The CFFP is a financing element of the of the CFP that allow PHAs to borrow private capital to make improvements and pledge a portion of its future annual CFP funds to make debt service payment for either a bond or conventional bank loan transaction, subject to the availability of appropriations. PHAs must request approval from the Assistant Secretary for Public and Indian Housing to use the CFFP. PHA generally cannot pledge no more than 33% of the PHA current annual CFP grant amount, and with a term of not more than 20 years. |

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| CFP | PH | <p><u>Capital Fund Program</u> Formula-based funds made available annually to PHAs to meet capital improvement needs such as modernization, development, financing and management improvements. The CFP is a major component of the PHA Annual and Five-Year Plan. PHAs must include with their Plan submissions the following:</p> <ul style="list-style-type: none"> • Current Annual Statement • Performance and Evaluation Report • Five-Year Action Plan |
| CFR | C | <p><u>Code of Federal Regulations</u> Codification of Federal regulations; PH and HCV regulations contained in 24 CFR.</p> |
| CR | HCV | <p><u>Contract Rent</u> Amount of monthly rent charged for a unit (not considering any family responsibility for utilities).</p> |
| Dereg | C | <p><u>Deregulation</u> Non-troubled PHAs with under 250 units or vouchers may elect to be assessed under PHAS and/or SEMAP biannually instead of annually. Unaudited and audited financial data must still be submitted to HUD on an annual basis.</p> |
| ECM | PH | <p><u>Energy Conservation Measure</u> Improvement to a facility that results in the saving of water or energy, such as the installation of storm windows.</p> |
| EHS | PH | <p><u>Exigent Health and Safety</u> Items identified during the REAC physical inspection as posing a threat to the life, health and safety of the residents. EHS deficiencies must be corrected within 24 hours. Examples include: inoperable or missing smoke detectors, exposed electrical wiring, blocked egress for fire escape, etc.</p> |
| EIBLL | C | <p><u>Environmental Intervention Blood Lead Level</u> A measure of the magnitude of lead poisoning (particularly of children less than six years of age), defined as a concentration of lead in whole blood equal to or greater than 20 micrograms per deciliter for a single test, or 15-19 micrograms per deciliter in two tests taken at least three months apart.</p> |
| EIV | C | <p><u>Enterprise Income Verification</u>, formerly known as Up-front Income Verification (UIV). Income-based matching program that allows PHAs to verify residents' and participants' earned income, social security benefits, unemployment compensation and several other income sources, before or during a family reexamination. PHAs must utilize EIV as part of their verification procedures.</p> |

Use of the system further enables PHAs to reduce income and rent errors by identifying income sources not reported, or under-reported by the family, and to pursue cases of fraud.

- ER** PH **Environmental Review** An analysis of a housing authority activity, such as a physical improvement, in order to determine its effect on laws and statutes governing public health, safety, historical preservation and the environment, for the purposes of ensuring compliance with the National Environmental Protection Act.
- EUM** PH **Eligible Unit Months** The actual number of PHA dwelling units in eligible categories expressed in months for a specified time frame for which a PHA received operating subsidy.
- FAL** PH **Force-Account Labor** Physical improvement work performed by a housing authority's own employees.
- FASS** C **Financial Assessment SubSystem** Subsystem of PHAS which assesses the financial condition of the PHA for the purpose of evaluating whether it has sufficient financial resources and is capable of managing those financial resources effectively to support the provision of housing that is decent, safe, sanitary and in good repair. HCV agencies are not assessed under PHAS, however, are still required to submit their unaudited and audited financial statements to REAC annually.
- FFY** C **Federal Fiscal Year** The federal government's fiscal year, which runs from October 1 through September 30.
- FMR** HCV **Fair Market Rent** HUD-provided market-wide estimates of rents (including utilities) for units of varying sizes (by number of bedrooms), that must be paid in the market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. The FMRs are the basis for establishing the Payment Standards.
- FSS** C **Family Self-Sufficiency** Program established by a PHA to promote self-sufficiency among participating families, including the provision of supportive services to these families.

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| Flat Rent | PH | Rental amount established by PHA for the unit (which includes any PHA-supplied utilities) that is based on the market rent of comparable units in the private, unassisted rental market. FMRs may be a source for establishing the flat rent amount. Families are given a choice whether to pay an income-based rent or the flat rent amount established for the size and location of unit. |
| GR | HCV | <u>Gross Rent</u> Total cost to rent the unit. Considers the contract rent and utility allowance amount (if tenant is responsible for utilities under the lease). |
| HAP | HCV | <u>Housing Assistance Payment</u> The monthly rent subsidy paid to a private owner by the PHA on behalf of a participant of the tenant-based Section 8 program, pursuant to the HAP Contract. The funding necessary to pay the HAP comes from the budget authority provided by HUD. |
| HCV | HCV | <u>Housing Choice Voucher</u> The PHA issuance of a Voucher to the family signifies eligibility for housing assistance under the Section 8 HCV Program and the family's agreement to abide by the obligations under the program. Upon locating a property to rent, the family submits a Request for Tenancy Approval form and proposed lease to the PHA. If approved, the PHA executes a HAP contract with the owner and monthly rent subsidies are provided on behalf of the assisted family. Under the HCV program the family may move with continued assistance, including moves to areas outside of the PHA jurisdiction. |
| HQS | HCV | <u>Housing Quality Standards</u> Minimum property standards that a property on the program must meet prior to approval of tenancy, and throughout the tenancy. PHA's may request HUD approval of variances to apply different standards than required. |
| HUD | C | <u>Department of Housing and Urban Development</u> |
| IA | C | <u>Independent Audit</u> The audit of the PHA operations by an Independent Public Accountant. |
| IFB | PH | <u>Invitation for Bids</u> Type of solicitation document used under the sealed-bid method of procurement. |
| IPA | C | <u>Independent Public Accountant</u> Accounting firm certified to perform the annual audit of the PHA. |

- LBP** C **Lead-Based Paint** Paint, or other coating, that contains lead equal or exceeding 1.0 milligram per square centimeter or 0.5 percent by weight, or 5,000 part per million by weight. LBP is considered a hazard, particularly for children under the age of 6, and has been prohibited from use on residential properties constructed since 1978. There are extensive regulations on notification, inspection, testing and abatement for both programs.
- LEP** C **Limited English Proficiency** Executive Order 13166, titled "Improving Access to Services by Persons with Limited English Proficiency, was issued to ensure people with limited English proficiency have meaningful access to HUD programs and activities.
- LOCCS** PH **Line of Credit Control System** Secured internet-based system used to disburse HUD grants to PHAs. HUD reserves various program funds into LOCCS for PHAs under unique identification numbers. PHAs then access LOCCS to have funds electronically transferred to their banks for use by the PHA according to program requirements.
- MASS** PH **Management Assessment SubSystem** Subsystem of PHAS which measures certain key management operations and responsibilities of a PHA for assessing the PHA's management operations capabilities: Key areas include:
- Vacant Unit Turnaround Time
 - Capital Funds
 - Work Orders
 - Annual Inspection of Units and Systems
 - Security
 - Economic Self-Sufficiency
- NASS** PH **Integrated Assessment Subsystem** Assembles PHAS subsystem data from PHAs into a single comprehensive score; conducts quality assurance on the score for accuracy; releases the score and designation to PHAs; and processes appeal and waiver requests from PHAs.
- NOFA** C **Notice of Funding Availability** The notice that is issued by a federal agency (i.e., HUD) when it has funds that have been approved for distribution to PHAs, usually through competitive applications.

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| OFND | PH | <u>Operating Fund</u> Also referred to as Operating Subsidy. Previously referred to as PFS. OFND is the program area used in the LOCCs system. |
| PASS | PH | <u>Physical Assessment SubSystem</u> Subsystem of PHAS used to determine whether PHA property meets the standard of decent, safe, sanitary, and in good repair. On-site inspections serve as the basis for the score. |
| PBV | HCV | <u>Project-based Voucher</u> Subpart of HCV program which permits a PHA to attach tenant-based HAP assistance to specific units or buildings in a property. |
| PEL | PH | <u>Project Expense Level</u> Through the Harvard Study of Operating Subsidy, HUD developed 10 coefficients to determine the cost of operating public housing. These coefficients were applied to each project for each housing authority to develop their Project Expense Level. This PEL is the starting point for the formula for calculating their operating subsidy. The PEL replaces the former AEL (Allowable Expense Level). |
| PH | PH | <u>Public Housing Program</u> Traditional program that uses federal money through HUD to construct/acquire property under an Annual Contributions Contract and a property based operating subsidy is made available through the Performance Funding System. |
| PHA | C | <u>Public Housing Authority</u> Any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage in the development or operation of low-income housing under the 1937 Act. |
| PHA Plan | C | Mandated by Congress in 1998 for each PHA to develop an Annual Plan and mission statement. The Annual Plan provides details about the agency's current operations, program participants, programs and services and the strategies for addressing the needs of the community in the upcoming year. The Five-year Plan describes the mission of the agency and its long range goals and objectives. The purpose of the plans is to provide a framework for local accountability and an easily identifiable source by which residents/participants, and other members of the public may locate basic PHA policies, rules and requirements concerning the PHA operation, programs and services. The PHA is required to provide the resident advisory board (RAB) with opportunity to provide |

resident input on the Plan documents, or any revision requiring an amended Plan. A public hearing is also required so that interested community members and organizations may have input into the PHA's program and plans.

PHAS **PH** **Public Housing Assessment System**
HUD's evaluation system for PHAs administering Public Housing programs that measures the performance of a PHA in essential housing operations, including rewards for high performers and consequences for poor performers. REAC assesses and scores the PHA's performance based on the following four indicators:

- Physical Condition Indicator (max. score 30)
Physical Assessment Subsystem (PASS)
- Management Operations Indicator (max. score 30)
Management Assessment Subsystem (MASS)
- Financial Condition Indicator (max. score 30)
Financial Assessment Subsystem (FASS)
- Resident Service and Satisfaction Indicator (max. score 10)
Resident Assessment Subsystem (RASS)

PIC **C** **Public and Indian Housing Information Center**
Web-based program through which PHA information is maintained by PHAs and HUD, including: inventory, PHA contact information, SEMAP certification submission, 50058 Form submissions and reports.

Port **HCV** **Portability** A provision of the HCV program that permits certain applicants and participants to move with their voucher to an area outside of the PHA's jurisdiction, within the United States.

PS **HCV** **Payment Standard** Maximum amount of PHA subsidy that will be provided to the family based upon the adopted schedules. If the family selects a property with more or less bedrooms than provided on their voucher, subsidy will be based upon the lower of the unit size selected by the family or the size of voucher issued by the PHA. PHA has discretion to establish Payment Standard Schedules within 90-110% of the Fair Market Rent established by HUD for the area, and should take into account what is a reasonable subsidy for the jurisdiction covered by the PHA. HUD approval may be requested to use exception payment standards for an area covered by the PHA, for certain bedroom sizes, or for a family as a reasonable accommodation.

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| PUM | C | <u>Per Unit Month</u> Financial information expressed in terms of each unit by month. |
| QC | C | <u>Quality Control</u> A sampling of files or records that is reviewed by a PHA supervisor (or by another qualified person other than the person who performed the original work) to determine if the work conforms to program requirements. |
| RAB | C | <u>Resident Advisory Board</u> A group of residents or participants of the PHA program(s) who meet to provide input and comments on the PHA Plan and other specific areas requested by the PHA. |
| RASS | PH | <p><u>Resident Assessment Subsystem (RASS)</u> Subsystem of PHAS that assesses the level of resident satisfaction with living conditions at the PHA. PHAs can receive a maximum of 10 points under RASS, as indicated below:</p> <ul style="list-style-type: none"> • Implementation Plan Certification (2 points) – PHA certifies the dates that it has marketed the survey to residents. • Survey Results (up to 5 points) – Resident survey scores used to calculate score. • Follow-up Plan Certification (3 points) – PHA certifies the dates it will correct deficiencies identified by the resident survey (if results are below 75 percent in any area). |
| REAC | C | <u>Real Estate Assessment Center.</u> Centralized branch of HUD which performs the PHAS reviews for assessing HUD's housing stock using state-of-the art software and databases. PHAs administering HCV programs must submit financial data (unaudited and audited) to REAC annually. |
| Reasonable Accommodation | C | PHAs are required to provide reasonable accommodations to persons with disabilities in order to make the program available and accessible. |
| RFP | PH | <u>Request for Proposals</u> Type of solicitation document used under the competitive proposals method of procurement. |
| RFQ | PH | <p><u>(1) Request for Quotations</u> Type of solicitation document used under the small-purchase method of procurement.</p> <p><u>(2) Request for Qualifications</u> Type of solicitation document used under the competitive proposals method of procurement when a qualifications-based selection procedure is followed.</p> |

QBS PH Qualifications-based Selection Procedure used under the competitive proposals method of procurement, whereby firms are rated solely on the basis of qualifications. Applies exclusively to procurement of architectural/engineering services.

SEMAP HCV Section 8 Management Assessment Program
HUD's evaluation system for PHAs administering the HCV Program that assesses whether the program operates to help eligible families afford decent rental units at the correct subsidy cost. PHA is issued a score for each of the Indicators and an overall score and designation of Troubled, Standard or High Performer. Key Indicators include:

- Selection from the Waiting List
- Reasonable Rent
- Determination of Adjusted Income
- Utility Allowance Schedule
- HQS Quality Control Inspections
- HQS Enforcement
- Expanding Housing Opportunities (metro PHAs)
- Payment Standards
- Annual Reexaminations
- Correct Tenant Rent Calculations
- Precontract HQS Inspections
- Annual HQS Inspections
- Lease-Up
- Family Self-Sufficiency (if applicable)
- Deconcentration Bonus (optional for metro PHAs)

Special Housing HCV Subpart of HCV program which permits PHAs to assist families in the following types of housing:

- Single room occupancy (SRO)
- Congregate housing (which may include assisted living facilities)
- Group home
- Shared housing
- Manufactured home
- Cooperative housing
- Homeownership option

The PHA must permit use of any special housing type if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

| | | |
|-----|----|--|
| TAR | PH | <u>Tenant Account Receivables</u> Total amount owed to the PHA by tenants in possession of units for rent or other amounts due. |
| TR | C | <u>Tenant rent</u> Monthly amount of rent that family is required to pay to the owner under the program where the family is paying an income-based rent, or the flat rent amount (PH only). |
| TTP | C | <u>Total Tenant Payment</u> For families paying an income-based rent: Total amount family contributes towards the gross rent (rent and utilities) under the applicable program (Higher of 10% monthly unadjusted income, 30% monthly adjusted income, minimum rent, or ceiling rent (PH only). For PH only, the family has a choice to accept an income-based rent or pay the flat rent for the unit. |
| UA | C | <u>Utility Allowance</u> An allowance (based on schedule adopted by PHA and size of unit selected) provided to the family to assist in the payment of utilities where the family has utility responsibility under the lease. When figuring the gross rent for a unit, the contract rent and UA (if applicable) are added together. The UA schedule is an estimate, using reasonable consumption by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment. The schedules must be reviewed at least annually, and revised where there has been a change of 10% or more. Families paying a flat rent under the PH program do not receive a utility allowance as the flat rent amount incorporates any PHA provided utilities. |
| UEL | PH | <u>Utilities Expense Level</u> The product of the utility rate multiplied by the payable consumption level multiplied by the utilities inflation factor expressed as a PUM dollar amount. This UEL is used in the calculation of operating subsidy. |
| UMA | C | <u>Unit Months Available</u> The total number of months each unit/voucher is available for occupancy during a specified time (i.e., 100 units/vouchers x 12 months = 1,200 unit months). |
| UML | C | <u>Unit Months Leased</u> The total number of months each unit/voucher was rented/leased during a specified time. (i.e., 100 units leased in January, 99 units leased in February, 100 units leased in March = 299 unit months leased) |

| | | |
|-------|-----|---|
| UPCS | PH | <u>Uniform Physical Condition Standards</u> Standards developed by REAC to ensure housing is decent, safe and sanitary, and in good repair. UPCS covers the following areas: site, building exterior, building systems, dwelling units, common areas and health and safety concerns. |
| UR | C | <u>Utility Reimbursement</u> If family's UA is higher than the family's TTP, the PHA provides the family, or utility provider, with the difference on a monthly basis. |
| VAWA | C | <u>Violence Against Women's Act</u> The Violence Against Women and Justice Reauthorization Act of 2005 protects tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. |
| VMS | HCV | <u>Voucher Management System</u> Secured on-line system used by PHAs to report leasing and expenditure data to HUD (form HUD 52681-B). |
| WAPEL | PH | <u>Weighted Average Project Expense Level</u> The project expense levels were averaged to develop the WAPEL for the funding years before the housing authority converts to Asset Management. The WAPEL will first be used for operating subsidy beginning with calendar year 2007. |
| WO | PH | <u>Work Order</u> A paper and/or electronic record that documents a maintenance task. |
| 50058 | C | A tenant record completed by the PHA for each family being assisted under HUD's programs. The collected data is used by HUD, Congress and the PHA for tracking tenant characteristics, trends, and as a management tool. Forms are transmitted over the internet to a HUD-secured site (Public and Indian Housing Information Center, or PIC) |

SCHEDULE OF DUE DATES

07/01/2007

SECTION 8 PROGRAM

| Frequency | Time Due | | Activity | Comments |
|---|--|--------------|--|---|
| Monthly | First Friday of the month | | Public & Indian Housing Information Center (PIC) 50058 Summarization | All reports in the Form-50058 ->Reports sub-module, i.e. Delinquency Late HQS and Late Reexamination are updated. The updated reports are available the following Monday. |
| Monthly | Last Friday of the month | | Family Report, HUD-50058 | Submitted electronically through the Public Housing Information Center (PIC). May submit more frequently if necessary. |
| Quarterly | Last two weeks of the month after the quarter that the data is being submitted | | Voucher for Payment of Annual Contributions and Operating Statement HUD-52681-B | Submit Housing Choice Voucher leasing and expense data for period. This is an electronic submission through PIC. |
| Annually | Within 60 days after end of PHA FY | | Section 8 Management Assessment Program (SEMAP) | Submit electronically through PIC. |
| Annually | PHA determined | | Review Utility Allowances schedule | Review utility allowances schedule annually per 24 CFR 982.517. Document this activity. |
| Annually | PHA determined | | Housing Quality Standards (HQS) Inspections | PHA to conduct inspections of units to determine compliance with HQS. Refer to 24 CFR 982 for additional information. |
| 2 months after end of PHA FY | 2 months after end of PHA FY | | Un-audited Financial Data Schedule (FDS) Submission | Submission is due two months after the end of the PHA's FY. The FDS is to be submitted electronically to HUD through REAC. |
| 9 months after end of PHA FY | 9 months after end of PHA FY | | Audited FDS Submission | Submitted electronically through REAC by independent auditor. Mail paper copy to local HUD office. |
| Annually | PHA FY | PHA Plan Due | PHA Plan Annual Update | Plan is submitted electronically through the PHA Plan website. Plan is submitted <u>75 calendar days</u> prior to PHA FY end date. Make sure enough time is allowed to publish notification of a public hearing at least <u>45 day prior</u> to the date of the public hearing. |
| | 9/30 | 7/18 | | |
| | 12/31 | 10/18 | | |
| | 3/31 | 1/17 | | |
| | 6/30 | 4/17 | | |
| Every Five Years-Next due Federal FY 2010 | PHA FY | PHA Plan Due | Five-Year PHA Plan Submittal | Submitted electronically through the PHA Plan website. Plan is submitted <u>75 calendar days</u> prior to PHA FY end date. Make sure enough time is allowed to publish notification of a public hearing at least <u>45 day prior</u> to the date of the public hearing. |
| | 9/30 | 7/18/2009 | | |
| | 12/31 | 10/18/2009 | | |
| | 3/31 | 1/17/2010 | | |
| | 6/30 | 4/17/2010 | | |

07 007

LOW RENT PROGRAM

| Frequency | Time Due | | Activity | Comments |
|---------------|--|--------------|---|---|
| Monthly | Last business day of the month | | Update Obligation and Expenditure data in LOCCS | This function is performed in the Line of Credit Control Systems (LOCCS). Information is cumulative. If not completed by the 7 th of the following month, LOCCS will suspend drawdown activity. |
| Monthly | First Friday of the month | | Public & Indian Housing Information Center (PIC) 50058 Summarization | All reports in the Form-50058 ->Reports sub-module, i.e. Delinquency and Late Reexamination are updated. The updated reports are available the following Monday. |
| Monthly | Last Friday of the month | | Family Report, HUD-50058 | Submitted electronically through the Public Housing Information Center (PIC). May submit more frequently if necessary. |
| Monthly | Last Friday of the month | | Check the Unit Status in PIC Development sub-module | Any units shown as "NOT REPORTED" should be changed to "VACANT" to prevent a negative impact on the 50058 reporting rate in the "Delinquency Report". |
| Quarterly | Within 30 days after the end of the quarter | | EIV Recertification | User Administrator must recertify all UIV users. |
| Semi-Annually | Determined by PHA FY end date | | PIC Occupancy Report | Electronically submit mid-year occupancy report (3/31, 6/30, 9/30, 12/31) in PIC Housing Authority module. |
| Semi Annually | April 15th | | Semi-Annual Labor Standards Enforcement Report, HUD- 4710 | Submit completed HUD-4710 to HUD. For period October 1st to March 31st. Submit form even if no activity occurred and indicate this on form. |
| Semi-Annually | October 15 | | Semi-Annual Labor Standards Enforcement Report, HUD- 4710. | Submit completed HUD-4710 to HUD. For period April 1st to September 30th. Submit form even if no activity occurred and indicate this on form. |
| Annually | PHA FY End | PHA Plan Due | PHA Plan Annual Update | Plan is submitted electronically through the PHA Plan website. Plan is submitted <u>75 calendar days</u> prior to PHA FY end date. Allow enough time to publish notification of a public hearing at least <u>45 days</u> prior to the date of the public hearing. |
| | 9/30 | 7/18 | | |
| | 12/31 | 10/18 | | |
| | 3/31 | 1/17 | | |
| | 6/30 | 4/17 | | |
| Annually | No later than two months after the end of the PHA's FY being assessed and scored | | Public Housing Assessment System (PHAS) Management Operations Certification, HUD-50072, | For PHAs over 250 units and troubled PHAs. Submitted electronically submitted through The Real Estate Assessment Center (REAC). |
| Annually | PHA determined | | Physical Inspections | Perform uniform physical inspections of PHA property per 24 CFR 5 Subpart G. Keep records to document this process. |

SCHEDULE OF DUE DATES

07/01/2007

LOW RENT PROGRAM (continued)

| Frequency | Time Due | | Activity | Comments |
|--|--|--------------|--|---|
| Every Other Year (Small PHA Deregulation Rule) | Submitted at no later than two months after the end of the PHA's FY being assessed and scored. | | PHAS Management Operations Certification, HUD-50072 | For non-troubled PHAs under 250 units. Submitted electronically through REAC. Small PHA deregulation rule applies |
| Every Five Years | PHA determined | | Energy Audit | Conduct energy audit every five years per requirements of 24 CFR 965 Subpart C. Document date of energy audit. |
| Every Five Years--(Next due Federal FY 2010) | PHA FY | PHA Plan Due | Five-Year PHA Plan Submittal | Submitted electronically through the PHA Plan website. Plan is submitted <u>75 calendar days</u> prior to PHA FY end date. Allow enough time to publish notification of a public hearing at least <u>45 days</u> prior to the date of the public hearing. |
| | 9/30 | 07/18/2009 | | |
| | 12/31 | 10/18/2009 | | |
| | 3/31 | 01/17/2010 | | |
| | 6/30 | 04/17/2010 | | |

Policies

S8 Administrative Plan
LR Admissions and Continued Occupancy
B Affirmative Marketing
LR Air Conditioning/Ceiling Fans
B Audit Review
B Budget Controls
B Capitalization/Depreciation
B Cash Disbursements
B Cash Management/Investment
LR Cash Receipts
LR Community Space
LR Community Service & Self-Sufficiency
B Cost Allocation
B Credit Card Use
LR Crime Prevention/Tracking
B Criminal Records Management
B Delegation of Authority
B Drug-Free Workplace
B Emergency and Disaster Preparedness
LR Environmental Hazard Elimination
B Ethics
B Financial Statement Review
B Fraud Control
LR Grievance Procedures
B Information Technology Security
B Inventory/Disposition
LR Key
LR Lawn Care
LR Lead-based Paint
LR Lease Enforcement
LR Maintenance
B Minimum Rent & Exemption
LR Operating Subsidy Calculation Review
LR Parking
B Personnel
LR Pest Control
LR Pet
B Petty Cash
LR Preventive Maintenance
B Procurement
LR Rent Collection
LR Safety & Security
B Screening
LR Security Deposit
LR Transfer
B Travel
LR Trespass
B Upfront Income Verification/EIV
B Vehicle
B Write-off

Key

S8 = Section 8
LR = Low-Rent Public Housing
B = Both

Schedules

S8 Payment Standards
LR Flat Rent
B Utility Allowances
LR Maintenance Charges
B=Both Income Limits

ADMISSIONS & OCCUPANCY POLICY

| | Completed |
|--|-----------|
| I Nondiscrimination and Accessibility | Y__N__ |
| A. Nondiscrimination | Y__N__ |
| B. Accessibility and Plain Language..... | Y__N__ |
| II Eligibility for Admission and Processing of Applications | 252 |
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| B. Qualification for Admission | Y__N__ |
| C. Waiting List Management | Y__N__ |
| D. Processing Applications for Admission..... | Y__N__ |
| E. The Preference System | Y__N__ |
| F. Applicant Selection Criteria | Y__N__ |
| G. Occupancy Guidelines..... | Y__N__ |
| III Tenant Selection and Assignment Plan | Y__N__ |
| A. Organization of the Waiting List | Y__N__ |
| B. Unit Offers to Applicants | Y__N__ |
| C. Due Process Rights for Applicants | Y__N__ |
| D. Good Cause for Applicant Refusal of Unit Offer | Y__N__ |
| E. Dwelling Units with accessible/adaptable features | Y__N__ |
| F. Leasing and Occupancy of Dwelling Units | Y__N__ |
| G. Transfers..... | Y__N__ |
| IV Leasing and Occupancy of Dwelling Units | Y__N__ |
| A. General Leasing Policy..... | Y__N__ |
| B. Showing Units Prior to Leasing..... | Y__N__ |
| C. Occupancy, Additions to the Household and Visitors..... | Y__N__ |
| V Transfer Policy | Y__N__ |
| A. General Transfer Policy..... | Y__N__ |
| B. Types of Transfers | Y__N__ |
| C. Processing Transfers..... | Y__N__ |
| D. Good Record Requirement for Transfers | Y__N__ |
| E Incentive Transfers | Y__N__ |
| F Cost of Transfers | Y__N__ |
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| A. Eligibility for Continued Occupancy..... | Y__N__ |
| B. Remaining Family Members and Prior Debt..... | Y__N__ |
| C. Periodic Re-examination. | Y__N__ |
| VII Interim Rent Adjustments: Fixed Rent System | Y__N__ |
| A. Rent Adjustments | Y__N__ |
| B. Effective Date of Adjustments..... | Y__N__ |
| VIII Lease Termination Procedures | Y__N__ |
| A. General Policy: Lease Terminations..... | Y__N__ |
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| A. Resident-Paid Utilities..... | Y__N__ |
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- B. Establishing Ceiling Rents..... Y_N_
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- D. What the Resident Pays Y_N_
- E. Ceiling Rent Adjustments..... Y_N_
- F. Flat Rents..... Y_N_
- G. Annual Update of Flat Rents Y_N_
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- A. Annual Income Y_N_
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